APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES DEPARTMENT 303 N. Beeline Hwy., Payson, AZ 85541 (928) 474-5242 TDD (928) 474-6449 www.paysonaz.gov

The Town of Payson is an Equal Opportunity/Reasonable Accommodation employer and provides equal employment opportunities to applicants without regard to race, ancestry, color, religion, gender, sexual orientation, gender identity, national origin, place of birth, citizenship, age, disability, genetic information, marital or civil union status, amnesty, veteran status, and/or any other protected classes in accordance with applicable federal, state, and local laws.

Notify the Human Resources Department if you require special accommodations to participate in any phase of the selection process.

- ✓ Please fill out the application in its entirety, include **complete** information for previous employment.
- ✓ Do not state "see resume" on application.

Position for which you are applying: _

- ✓ Please attach resume to application as supplemental material (optional).
- \checkmark Type or print in dark ink;
- ✓ If any information on your application changes (including current employment), you are required to update such information.

| 1. | Name: Last | First | Middle | |
|-----|--|---------------------------------|----------------------------|-------------|
| | Other Names used: | | | |
| 2. | Date: E-Mail Addr | ess: | | |
| 3. | Mailing Address: Street/P.O. Box | City | State Zi | p |
| 4. | Phone: () (|) prk | () Message | |
| 5. | Driver License Number: | Class: State: | Exp.: | |
| 6. | Pay Expected: Will yo | u work overtime if asked? | Yes 🗌 No. | |
| 7. | When will you be available to begin work? | | | |
| 8. | Are you legally eligible for employment in the | United States? Yes No |). | |
| 9. | Have you applied for employment with the Toy If yes, for what position? | | | |
| 10. | . Please list special training, skills, knowledge of | abilities you possess that pert | ain to this position: | |
| | | | | |
| | | | | |
| 11. | Please list professional organizations and/or so | cieties that you have members! | nip in, which are applical | ble to job: |

- 12. Have you ever been convicted of a felony? ☐ Yes ☐ No. If yes, please give details to include dates, locations, etc.:
- 13. Have you ever been terminated, fired, or resigned under threat of involuntary termination? ☐ Yes ☐ No. If yes, please give details:

14. Do you have any relatives currently working for the Town of Payson? Yes No. If yes, please state their name, relationship to you, and position:

15. Please check the highest grade completed: □7 (or less), □8, □9, □10, □11, □12, □13, □14, □15, □16, □17, □18.

16. Did you graduate from high school? Yes No. If no, do you have a GED certificate? Yes No.

| 17. Are you presently attending high school? | Yes | □ No. If yes, are you attending | F/T | $\square P/T.$ |
|--|-----|---------------------------------|-----|----------------|
|--|-----|---------------------------------|-----|----------------|

18. Please fill out the following education information:

| High School At | tended | City State |
|---------------------------|----------------------------------|--------------------------|
| College Attended/Location | Yes or credits Yes or credits | |
| Trade or Business School | Course of Study | Type of Diploma Received |

19. Please list professional registration, licenses, and certifications received. List dates obtained and expiration dates:

- 21. List all languages which you speak fluently:
- 22. Have you separated from active duty under honorable conditions following more than (6) months of active duty service for a branch of the U.S. military? Yes No.

EMPLOYMENT HISTORY

- ✓ In the boxes following, please indicate your experience in each position. Begin with your present or most recent position.
- ✓ Please provide a complete work history for the last 10 years. Be accurate and complete.
- ✓ Please provide full-time, part-time and volunteer work.
- ✓ <u>Do not</u> state "see resume" or similar notation.
- \checkmark Attach a separate sheet of paper if needed, following the same format.

| (State Month and Year) |
|--------------------------------|
| Dates of Employment: From To |
| Supervisor's Name: |
| Average Hours Worked per Week: |
| |
| Ending Salary per Hour: |
| |
| |
| |
| |

| | (State Month and Year) |
|---|--|
| Job Title: | Dates of Employment: From To |
| Employer's Name: | Supervisor's Name: |
| Employer's Address: | Average Hours Worked per Week: |
| Telephone: () | |
| Starting Salary per Hour: | Ending Salary per Hour: |
| Description of Duties: | |
| Reason for Leaving: | |
| | |
| | |
| | (State Month and Year) |
| Job Title: | Dates of Employment: From To |
| Employer's Name: | Dates of Employment: From To Supervisor's Name: |
| Employer's Name: Employer's Address: | Dates of Employment: From To Supervisor's Name: |
| Employer's Name: | Dates of Employment: From To Supervisor's Name: Average Hours Worked per Week: |
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| | (State Month and Year) |
|---|--|
| Job Title: | Dates of Employment: From To |
| Employer's Name: | Supervisor's Name: |
| Employer's Address: | Average Hours Worked per Week: |
| Telephone: () | |
| Starting Salary per Hour: | Ending Salary per Hour: |
| Description of Duties: | |
| Reason for Leaving: | |
| | |
| | |
| | (State Month and Year) |
| Job Title: | (State Month and Year) Dates of Employment: From To |
| Job Title: Employer's Name: | (State Month and Year) Dates of Employment: From To Supervisor's Name: |
| Job Title: Employer's Name: Employer's Address: | (State Month and Year) Dates of Employment: From To Supervisor's Name: |
| Job Title: Employer's Name: | (State Month and Year) Dates of Employment: From To Supervisor's Name: |

- 23. Please list employers you do not wish us to contact: ____
- 24. I certify that all statements made in this application are true and I agree and understand that any deliberate misstatements or omissions of material facts may, at the discretion of the Town, cause forfeiture on my part of all eligibility to any employment with the Town of Payson. I further understand that the Town of Payson may independently verify all information I have given on the application, to include verification of educational and employment records. In addition, I authorize any individual, company, organization or institution to release any and all information concerning statements made on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information. I also understand that this application with all attachments may be considered a public record under Arizona State Law and therefore subject to release without notice.

I further understand that if I am employed, such employment does not create contractual obligations of continued employment. **Rather, I understand that the first 12-months of employment with the Town of Payson is "at-will," which means that I may leave employment at any time for any reason or no reason, and the Town may terminate my employment, at any time, for any reason or no reason.** I further understand that no employee, agent or elected official of the Town has the authority to change this employment relationship by any oral promises or statements to the contrary.

Signature

Date

NOTE: SIGNATURE WILL BE REQUIRED BEFORE FINAL CONSIDERATION

VOLUNTARY SURVEY

Where did you hear about the current job recruitment you are applying for?

Discover Gila County AZ League.org Indeed Facebook Payson Roundup Paper Online Rim Review Town of Payson Website Town of Payson Email Notification Word of Mouth Other (please explain)